



## **ELIGIBILITY & ASSIGNMENT POLICY**

### **Family Student Housing**

#### **MISSION**

Family Housing is provided to support students and their families so that they are not forced to choose between personal commitments and academic pursuits.

#### **ELIGIBILITY**

In general, a "family" is defined as an established long-term relationship with an exclusive mutual commitment in which members (i.e. spouses, Domestic Partners, children) share the necessities of life and on-going responsibility for their common welfare.

It is expected that "family" members are eligible at the time of application for Family Housing. Therefore, verification of eligibility may be requested at any time commencing with submission of a Family Housing application and will definitely be required prior to signing a Housing Contract.

The size of a "family" cannot exceed the legal occupancy limits of Family Housing units. The maximum number of residents allowed to occupy a unit is as follows: 2-Bedroom = 4 individuals; 3-Bedroom = 6 individuals.

#### **Children must meet the following criteria. Documentation/verification is required.**

1. Child(ren) must be a minor, under 18 years of age.
2. The parent needs to have at least 50% legal, as well as physical, custody of his/her minor child(ren).
3. DOCUMENTATION / VERIFICATION:
  - a. A certified Birth Certificate or legal, physical custody certified by a court document is required.
  - b. For single parents, 50% legal, physical custody must be documented with a certified court document.
  - c. Any falsification of documents or misrepresentation of facts is grounds for eviction and campus discipline.

#### **Couples must meet the following criteria. Documentation/verification is required.**

1. At least one spouse/Domestic Partner must be a regularly-enrolled, full-time student as defined by the University of California, Riverside, Office of the Registrar.
2. Neither spouse/Domestic Partner is in an existing marriage or Domestic Partnership with anyone other than the individual with whom they intend to contract for residency. Both individuals must be at least 18 years of age.
3. Family members must be in residence concurrently on a permanent, full-time basis to remain eligible. Conflicting addresses, remote jobs, and similar conflicts will void eligibility.
4. The married couple/Domestic Partners agrees to notify Housing Services at the University of California, Riverside, of any change in the status of the marriage/Domestic Partnership. Should the change in relationship cause the resident to be ineligible to live in Family Housing, the resident will be required to vacate the unit pursuant to the Housing Contract and will not be eligible for entering into another Family Housing agreement with the University of California, Riverside, for six months after the termination of the current marriage/Domestic Partnership.
5. DOCUMENTATION / VERIFICATION:
  - a. Spouses/Domestic Partners or single parent will be required to show a valid California Driver's License.
  - b. Preferred documentation of committed relationships includes the following: a marriage certificate, a State Domestic Partnership certificate, proof of a bank account jointly-owned for at least one year with a minimum balance of \$600, vehicle registration held jointly for one year, an Income Tax Return filed jointly for the previous year to that in which housing is being requested. Other proofs may be considered.
  - c. Any falsification of documents or misrepresentation of facts is grounds for eviction and campus discipline.

Post-Doctoral Scholars must meet the following criteria. Documentation/verification is required.

1. Post-Doctoral scholars and their family members must meet all eligibility requirements listed for "Couples" and "Children."
2. At least one spouse/Domestic Partner must be classified as a Post-Doctoral Scholar, as defined by the UCR Graduate Division.
3. Post-Doctoral Scholars are limited to a 2-year lease term. (Post-Doctoral Scholars with Family Housing applications submitted prior to January 4, 2006, will be exempt from this 2-year limitation.)
4. DOCUMENTATION / VERIFICATION:
  - a. Post-Doctoral Scholars will be required to provide a copy of their appointment letter at the time of signing a Family Housing contract. Post-Doctoral Scholar status will also be verified with appropriate campus personnel by Housing Services.
  - b. Any falsification of documents or misrepresentation of facts is grounds for eviction and campus discipline.

Other Family Members must meet the following criteria. Documentation/verification is required.

1. Family members other than minor children and spouses/Domestic Partners are not permitted to reside in Family Housing with approved couples/Domestic Partners or single parents unless legal dependency can be demonstrated.
2. DOCUMENTATION / VERIFICATION:
  - a. Preferred documentation of legal dependency includes a certified court document, an Income Tax Return from the most recent filing period, documentation of cohabitation for a period of one year or more.

**APPLICATION PROCESS**

- Only Admitted UCR students or individuals classified as Post-Doctoral Scholars are eligible to apply for Family Housing.
- Only verifiable "family" members, as defined under "Eligibility", are eligible to apply for Family Housing.
- A Family Housing Application must be completed in order for a student family to be considered for a Family Housing assignment.
- UCR Housing accepts Family Housing Applications on a year round basis.
- It is recommended that students apply for Family Housing as soon as possible after being admitted to the University as Assignment List waiting periods typically exceed one year in length.
- Post-Doctoral Scholars are eligible only for assignment to Family Housing homes located on Blaine Street, which consists of 19 two-bedroom homes and 2 three-bedroom homes. Post-Doctoral Scholars will be offered homes as space on Blaine Street allows and Post-Doctoral Scholar applicants should expect a correspondingly longer average wait period. (Post-Doctoral Scholars with applications submitted prior to January 4, 2006, will not be limited to Blaine Street assignments.)

**ASSIGNMENT LIST POLICIES & PROCEDURES**

- All Family Housing applicants will be placed on an Assignment List prioritized by the date/time on which an Application is received.
- In instances where applicants with the same Application date/time stamp become eligible for a Family Housing unit, the applicants will be secondarily prioritized by Family Status (subject to verification) as follows:

1. Single UCR student or Post-Doctoral Scholar with children.
2. Families\* of two UCR students/Post-Doctoral Scholars with children.
3. Families\* of one UCR student/Post-Doctoral Scholar and one non-UCR student spouse/Domestic Partner with children.
4. Families\* of two UCR students/Post-Doctoral Scholars without children.
5. Families\* of one UCR student/Post-Doctoral Scholar and one non-UCR student spouse/Domestic Partner without children.

\* "Families" are strictly defined under ELIGIBILITY. Verification is required.

- There is no guarantee of housing associated with Family Student Housing.
- Extenuating circumstances and hardship will not be considered during the assignment process. Such consideration would require a subjective judgment which would undermine the integrity of the process for other applicants.
- If it is determined that an applicant is or has been in the past an illegal boarder in Family Housing, the applicant's Family Housing application will be voided. Current Residents that harbor illegal boarders will be evicted from Family Housing.

## **OFFERS OF HOUSING**

- When an applicant's Family Housing application reaches the top of the Assignment List based on the date/time on which it was received AND a home is available, a Resident Assignments Representative will make an offer of housing utilizing the student's campus email address and a phone number provided by the student in their Family Housing Application.
- It is the sole responsibility of the applicant to ensure that all information provided in the Family Housing Application remains accurate, including eligible family member and contact information. The application can be revised at any time by contacting the Housing Services Administration Building.
- Applicants will be given 24 hours to respond to a Housing offer. Failure to respond within 24 hours will result in removal from the Assignment List and the unit for which the applicant was eligible will be offered to the next eligible applicant.
- Special preferences, such as location, cannot be accommodated. Americans With Disabilities Act (ADA)-related needs should be communicated as early as possible.
- An applicant is permitted to decline an offer once and remain at their current location on the Assignment List.
- Applicants who choose to decline a second offer will be removed from the Assignment List and invited to re-apply, if they are still interested in Family Housing.
- All family members---without exception---are required to be physically present to sign contractual documents. If all family members cannot be present for a contract signing within two weeks of an offer, the situation will be treated as a "declined offer" (See below).
- All proofs of eligibility, appropriate identification, and a \$200 Security Deposit are required at the contract signing.
- NOTES TO POST-DOCTORAL SCHOLARS:
  - Post-Doctoral Scholars are eligible only for assignment to Family Housing homes located on Blaine Street, which consists of nineteen 2-bedroom homes and two 3-bedroom homes. Post-Docs will be offered homes as space on Blaine Street allows. (Post-Doctoral Scholars with applications submitted prior to January 4, 2006, will be exempt from this 2-year limitation.)
  - Post-Doctoral Scholars will be required to provide a copy of their appointment letter at the time of signing a Family Housing contract and will be limited to a 2-year lease term. Post-Doctoral Scholar status will also be verified with appropriate campus personnel by Housing Services. (Post-Doctoral Scholars with applications submitted prior to January 4, 2006, will not be limited to Blaine Street assignments.)

## **CURRENT INVENTORY & ESTIMATED WAIT PERIOD**

- Family Student Housing currently consists of 87 Two-bedroom detached homes, 114 Two-bedroom attached homes, and 66 Three-bedroom attached homes for a total of 267 homes.
- Currently, the average wait period on the Assignment List is 18 months. Since this is an average, it should be noted that some applicants wait less than 18 months, some wait longer.
- Many families have extenuating circumstances influencing their need or desire for Family Student Housing. As it is impossible for UCR Housing to objectively distinguish between each family's needs or desires, it should be understood that exceptions to the Eligibility & Assignment Policy for UCR's Family Student Housing cannot be accommodated.



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**FAMILY STUDENT HOUSING APPLICATION**

It is critical that applicants thoroughly review and understand the Family Student Housing Eligibility & Assignment Policy prior to submitting this application.

Any falsification of documents or misrepresentation of facts will void this application prior to assignment or is grounds for eviction and campus discipline following move-in.

**STUDENT INFORMATION**

Student's Name: \_\_\_\_\_  
 Last Name First Name Middle Initial

SID: 860-\_\_\_\_\_ Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Class Level: (Circle One) Freshmen Sophomore Junior Senior Graduate Post-Doc

Major: \_\_\_\_\_

Permanent Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Current Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Have you been excused/evicted from any University housing?  Yes  No

Have you been convicted of/pled guilty or no contest to a crime other than a minor traffic violation?  Yes  No

If Yes, you must include a statement providing a complete description of your actions and full details of the charges/sanctions against you:

**SPOUSE/DOMESTIC PARTNER INFORMATION**

Spouse/Domestic Partner's Name:

Last Name First Name Middle Initial

UCR Student?: Yes No

If yes, SID: 860-\_\_\_\_\_

Class Level: \_\_\_\_\_

**DEPENDENT INFORMATION**

Type	Name:	Gender:	Birth Date:
_____	_____	M F	_____
_____	_____	M F	_____
_____	_____	M F	_____
_____	_____	M F	_____

Dependent Types: Child, Baby Expected, Other Dependent